

# **SIDAC**

**Supportability Investment Decision Analysis Center**

Contract No. F33657-92-D-2055/0099  
CDRL A009, Data Item DI-MGMT-80057  
Report No. SID/MR-95/0326

(Unclassified)

## **TASK ASSIGNMENT PLAN**

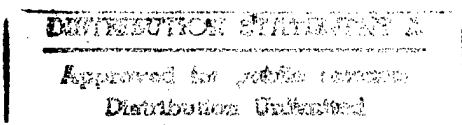
**for**

**Investment Decision for Using  
Radio Frequency Technologies in  
the Standard Base Supply System**

Prepared for

SSG/LGSWS  
200 East Moore Drive  
Bldg. 888, Room 2023  
Maxwell Gunter Annex, AL 36114-3095

5 June 1995



Prepared by

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This report has been approved for publication.

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FOR THE COMMANDER

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SIDAC Task Number 119, D.O. 0099  
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**on**

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in the Standard Base Supply System**

Prepared for:

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5 June 1995

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<b>9. SPONSORING/MONITORING AGENCY NAME(S) AND ADDRESS(ES)</b>  SSC/LGSWS 201 East Moore Drive Bldg. 888, Room 2023 Maxwell Gunter Annex, AL 36114-3005			<b>10. SPONSORING/MONITORING AGENCY REPORT NUMBER</b>  SID/MR-95/0326	
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<b>13. ABSTRACT (Maximum 200 words)</b>  The goal of this project is to provide SSG/LGS with economic analysis support to capture, analyze, and document data pertaining to the cost effectiveness of the supply receiving, storage and issue, and pickup and delivery functions before and after implementation of radio frequency technologies at Shaw AFB, SC. Data will be captured and evaluated before implementation at Eglin AFB, FL. These activities are designed to aid in the investment decision to implement such technologies USAF wide.				
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**Task Assignment Plan**  
**on**  
**Investment Decision for Using Radio Frequency Technologies**  
**in the Standard Base Supply System**

**Introduction**

The Standard Systems Group (SSG) Supply Systems Division provides automated inventory control capability via maintenance and modification of the Standard Base Supply System (SBSS) to Air Force retail units and weapon system support, and coordinates SBSS interfaces with wholesale systems and other base-level automated information systems (AISs). Since modernization will require a significant investment in hardware, software, and training, HQ USAF/LGSP is sponsoring an economic analysis of today's current processes to aid in making that investment decision. Modernization within supply includes both hardware, software, and business practices changes.

**Goals and Objectives**

The goal of this project is to provide process assessment and economic analysis support to capture, analyze, and document data relevant to the cost effectiveness of implementing a radio frequency interface (RFI) system in the supply receiving, storage and issue, and pick-up and delivery functions of the SBSS. Data for this project will be collected both before and after the installation of the RFI prototype system at Shaw AFB, SC, and before implementation at Eglin AFB, FL.

**Technical Approach**

Synergy intends to carry out the requirements of this project over a period of 18 months. Synergy will accomplish these tasks in accordance with established business rules, and will utilize government-approved methodologies.

The required technical support and work breakdown structure will be organized as follows:

a. Program Status Briefing.

Synergy will prepare and deliver project status briefings as required by the government.

b. Baseline Current Process.

Synergy will perform an analysis to define a baseline of functions and performance requirements within the areas listed in the Goals and Objectives section of this plan to achieve mission objectives. This analysis may include, but is not limited to, process determination, process definition, and process time analysis. The study results shall be documented in a technical report.

c. Revised Process Assessment.

Upon declaration of initial operating capability of the prototype system/sub-system, Synergy will return to the implementation location(s) and complete a revised process assessment to identify the advantages derived from the prototype system. The analysis will address the benefits of on-line verification, real-time updates, process improvements, paper reduction, document verification and control, transaction validation, increased productivity of supply personnel, and improved customer service.

d. Economic Analysis.

Following the revised process assessment, Synergy will prepare an economic analysis detailing the fiscal desirability of large-scale implementation of the prototype system as compared to the status quo alternative. This document will be developed using the guidelines/instructions provided in the OASD (PA&E) Guidance on Automated Information Systems Cost Benefit Analysis. This will include a comparison of the current (as-is) system costs with the revised process costs, and the costs of at least one additional alternative to be coordinated with and approved by the government. The results shall be documented in a technical report.

e. Productivity Enhancing Capital Investment Program (PECI) Packages.

Synergy will prepare the necessary documentation to request funding under each of the USAF Peci Programs. Separate packages shall be prepared for the Fast Payback Capital Investment Program (FASCAP), Productivity Investment Fund Program (PIF) and the Component Sponsored Investment Program (CSIP). The packages shall be delivered as technical reports.

f. Meeting/Briefing Support.

Synergy will assist SSG/LGSWS in the preparation and presentation of the results of the process assessment and economic analysis to other government agencies. Additionally, Synergy will participate in meetings as requested by the government and shall provide technical advice on issues pertaining to this delivery order that may be raised by the government. Synergy will provide input for minutes to include, but not limited to, the specified agenda, date, time, and location of meetings. Synergy will meet with representatives of SSG/LGSWS, within 10 calendar days after contract award to ensure an understanding of the requirements, expectations, and deliverable for this effort. At the formal "Kickoff Meeting" to be held at Shaw AFB, SC, Synergy shall articulate an understanding of the tasks and deliverables to be produced. Synergy will prepare minutes summarizing the discussion and its understanding of the tasks.

## Inputs

Synergy will require access to government documents including, but not limited to, current cost/benefit instructions, supply system instructions, manpower documents, and task break-down studies, as well as physical access to government facilities at Shaw AFB, SC; Eglin AFB, FL; and other facilities as Synergy personnel shall be required to visit in support of this task.

## Project Schedule and Milestone

Table 1 provides a notional project timeline for the delivery order requirements. Specific deliverable dates not yet determined will be provided via monthly status report updates.

Table 1. Notional Project Timeline

DELIVERABLE	Due Date
Task Assignment Plan (A009)	5 June 1995
Contractor Progress Status and Management Report (A004)	15 CD after end of month

Table 1. Notional Project Timeline (Continued)

DELIVERABLE	Due Date
Technical Reports/Study Services: Baseline Process Analysis Report (A001A)	Draft: 15 November 1995 Final: 10 WDARGC
Technical Reports/Study Services: Revised Process Assessment Report (A001B)	Draft: 75 WDARNTTP Final: 10 WDARGC
Technical Reports/Study Services: Economic Analysis Report (A001C)	Draft: 90 WDARNTTP Final: 10 WDARGC
Technical Reports/Study Services: Productivity Improvement Program (PIP) Package(s) (A002)	Draft: 100 WDARNTTP Final: 10 WDARGC
Conference/Meeting Minutes (Proceedings) (A003)	Draft: 5 WDAM Final: 10 WDARGC
Presentation Materials (A007)	Draft: 5 WDBM Final: At Meeting
Program Status Briefings (A004)	As Required

- WDACA = Work Days After Contract Award
- WDAM = Work Days After Meeting
- WDARGC = Work Days After Receipt of Government Comments
- WDARNTTP = Work Days After Receipt of Notice to Proceed
- WDBM = Work Days Before Meeting

#### Deliverables

The following documents will be delivered as part of this project.

Technical Reports/Study Services: Baseline Process Analysis Report (CDRL A001) — This document will provide an process flow and cost analysis of the current supply receiving function at a notional Air Force installation. (Information to be derived from studies at Shaw AFB, SC, and Eglin AFB, FL.)

Technical Reports/Study Services: Revised Process Assessment Report (CDRL A001) — This report will provide detailed information concerning the benefits derived from the implementation of the prototype RFI system at a notional base.

Technical Reports/Study Services: Economic Analysis Report (CDRL A001) — This report will provide a comparison of the cost associated with the implementation of the prototype RFI system at a notional base. This cost will be compared to that associated with continuing the status quo, as well as to the costs associated with a third as-yet unchosen alternative.



Technical Reports/Study Services: Productivity Improvement Program (PIP) Package(s) (CDRL A002) — These documents will contain the rationale necessary to request and justify the funding necessary for the continuance of the RFI implementation at additional installations if that alternative proves to be the desirable alternative.

Contractor Progress Status and Management Report (CDRL A004) — Synergy will prepare a monthly report to inform the SIDAC COTR of the progress of the project.

The following deliverables may be delivered on an as-required basis.

Conference/Meeting Minutes (CDRL A003) — Conference minutes will document decisions and agreements reached during formal joint contractor/government conferences.

Program Status Briefing (CDRL A004) — Synergy will prepare program status briefings on an as-required basis.

Presentation Materials (CDRL A007) — Presentation materials will be developed as required to support conferences and briefings.

### **Project Staffing and Experience**

The key personnel for this task are Mr. Lloyd Bateman and Mr. Glenn Curenton.

Mr. Bateman has more than 20 years experience as an analyst in the information systems industry in general, and as a specialist in the DOD supply arena. Specifically, this experience includes the SBSS at retail level and DLA/SAMMS at the wholesale level. He has more than 6 years experience as a deputy program manager and analyst on supply system development efforts. Mr. Bateman has a master of arts in management information systems as well as a master of science in personnel management. He received his bachelor's degree in business administration.

Mr. Curenton has more than 17 years of progressive experience in the estimation, acquisition, and implementation of automated solutions ranging from stand-alone PC-based systems to worldwide information management networks. He holds a master's degree in business administration with a concentration in management information systems, a bachelor's degree in business and history, as well as certificates in communications/computer systems program management, cost analysis, and budget analysis.

### **Points of Contact**

#### Government Points of Contact (POC)

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